



**State of Texas
Office of the Governor
Homeland Security Grants Division**

**Programmatic Monitoring
Questionnaire**

State of Texas Office of the Governor Homeland Security Grants Division Programmatic Monitoring Questionnaire

Please answer all questions as they pertain to the project being monitored. Based on your responses, you may be required to answer additional follow-up questions and/or provide supporting documentation. Any required supporting documentation must be uploaded to the eGrants system by the due date provided in the desk (or site) review email notification or your grant may be placed on financial hold. Instructions for uploading supporting documentation to the eGrants Monitoring tab are provided at the end of the form. To save your work and return at a later time to complete the questionnaire, click on the "Save Progress" button at the bottom of the page and close your browser. Once you are ready to complete and submit the questionnaire, log-in by following the link provided in the Notification of Desk (or Site) Review email.

Grant Information

Please select your fund source: *

- Federal Fund Source
- State Fund Source

Federal: HS - Homeland Security Grant Program (Includes SHSP, UASI, OPSG) NP - Nonprofit Security Grant Program
State: BL - Local Border Security BP - Border Prosecution Unit MC/MH - Military Camera/Military Helicopter

Enter the grant number of the HSGD project under review. *

Program Activities

1) Describe your current program activities and whether each has been effective at addressing the problem identified in your eGrants application "Problem Statement." *

2) Have you added to, removed, or altered any of your planned activities? *

- Yes
- No

2a) Describe how the changes made to the planned activities and/or approach have been effective at addressing the issues in the problem statement. *

3) Have you experienced any problems, delays, or adverse conditions which have materially impaired your ability to carry out program activities, reach anticipated milestones and/or meet the grant objectives? *

- Yes
- No

3a) Explain any problems, delays, or adverse conditions, and indicate any steps you have taken to mitigate these circumstances. *

3b) What additional resources, training, or assistance do you need to address any problems, delays, or adverse conditions? *

Progress Reporting

4) Describe your process for collecting and reporting performance data for this grant. Include in your description the method of data collection, how often data is collected, who collects the data for this grant, how the data is verified, and how you ensure deadlines are met. *

5) Describe the progress your agency is making toward meeting the program goals, performance objectives and/or milestones outlined in your grant. *

6) Describe any actions or events which may have allowed you to meet time schedules and objectives sooner or at less cost than anticipated? *

7) If there is a feature or outcome of this program that you have had particular success with or that you think might benefit other agencies to know about, please describe here.

Required Notifications

8) Have you received any grant-related public information requests (PIRs)? *

- Yes
- No

8a) Was HSGD notified? *

- Yes
- No

9) Are you aware of any potential criminal or civil violations including misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements within the last three years? *

- Yes
- No

9a) Provide a brief summary of the circumstances. *

9b) Have you notified the local prosecutor's office of any potential criminal violations? *

- Yes
- No

9c) Have you provided copies of any demand notices, subpoenas, law suits, or indictments to OOG? *

- Yes
- No

9d) Upload copies of any demand notices, subpoenas, law suits, or indictments to the monitoring tab of your grant in eGrants.

10) Is any officer, director, owner, partner, principal investigator, or other person with management or supervisory responsibilities related to this grant presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements? *

- Yes
- No

10a) Provide a brief summary of the circumstances. *

10b) Have you provided copies of any demand notices, subpoenas, law suits, or indictments to OOG? *

- Yes
- No

10c) Please upload copies of any demand notices, subpoenas, law suits, or indictments to the monitoring tab of your grant in eGrants.

11) During the past three years, has the grantee been accused of discrimination or have there been any court or administrative agency findings of discrimination on the grounds of race, color, national origin, sex, age, disability, religion, or familial status? *

Yes

No

11a) How and when did you provide a list of all such proceedings , pending or completed, including outcome and copies of settlement agreements to the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security Office of Civil Rights and Civil Liberties? *

12) How does your agency notify employees and those participating in grant activities that the program does not discriminate on the basis of race, color, religion, disability, nationality, sex, English proficiency, or age? *

Eligibility

13) Does the agency have a current Emergency Operations Plan? *

- Yes - Primary
- Yes - Member to another agencies plan
- No

13a) Please provide the agency's name. *

Reimbursement Eligibility

14) Does your grant have any Conditions of Funding that have not been met? *

Yes

No

14a) Will the agency be able to meet the outstanding Conditions of Funding? Provide an anticipated timeline for meeting the outstanding conditions and/or any explanation related to delays or inability to meet the condition. *

15) Is your agency currently on Vendor Hold (VH) or has the agency been on VH during the current grant period? *

Yes

No

15a) Explain the circumstances and any actions your agency has taken, or plans to take, to address the condition that resulted in the vendor hold. Provide an anticipated timeline for clearing the vendor hold and/or any explanation related to delays or inability to clear the vendor hold. *

Personnel

16) Does this project include grant funded personnel? *

- Yes
- No

16a) Upload copies of timesheets and/or activity reports for the last three completed pay periods for each grant funded employee and copies of any agency-approved salary schedules or other documentation demonstrating approved pay scales or rates for your agency to the monitoring tab of your grant in eGrants. If you have more than three grant-funded employees you may select up to three to provide documentation for.

16b) Describe how the agency ensures compensation (both regular pay and overtime pay) to grant funded employees is consistent with compensation paid to non-grant funded employees conducting similar work. If there are no existing non-grant funded employees conducting similar work, demonstrate how the compensation is comparable to that paid for similar work in the labor market in which your agency competes for the kind of employees involved. *

17) Are grant funds used to pay for overtime? *

- Yes
- No

17a) Describe your agency's policy for compensating staff for both grant funded as well as non-grant funded overtime. *

17b) Was a copy of the agency's overtime policy provided during the application phase? *

- Yes
- No

17c) Upload a copy of the agency's overtime policy to the monitoring tab of your grant in eGrants.

Contractual and Professional

18) Does this project include contractual and/or professional services? *

- A) Yes, contract services are included in our grant budget and services have been rendered.
- B) Yes, contract services are included in our grant budget but services have not been rendered as of today.
- C) No, our budget does not contain contractual services.

18a) Upload copies of invoices that support the purchase of Contractual line-item expenses. On each invoice, next to the service rendered with grant funds, include the amount paid through the grant to the monitoring tab of your grant in eGrants. If you have more than three grant-funded contractual line-items you may select up to three to provide documentation for.

18b) Provide the name and title of the person responsible for monitoring contracts. *

18c) Describe how contractors are held accountable, how deliverables are tracked, and how you ensure that appropriate costs are charged to the grant. *

18d) Are contracts for grant-funded professional services in writing and are they signed by the vendor and agency management? *

- Yes
- No

18e) Please explain why. *

18f) Explain how your agency ensures that employees, officers, or agents with either a real or apparent conflict of interest DO NOT participate in the selection, award, and administration of contracts. *

18g) Upload copies of any written policies or standards of conduct relating to preventing conflicts of interest and governing the actions of employees engaged in the selection, award and administration of contracts to the monitoring tab of your grant in eGrants.

18h) Explain how you review vendor/subcontractor entity information to determine and document whether a vendor/subcontractor is debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded by any federal department or State agency and that the vendor/subcontractor does not have any active "Exclusions". *

Travel and Training

19) Does this project include costs for staff training, conferences, workshops or other staff development events? *

- A) Yes, one or more of these expenses are included in our grant budget and staff have attended.
- B) Yes, one or more of these expenses are included in our budget but, as of today, staff have not attended.
- C) No, the budget does not contain training expenses.

19a) Upload copies of rosters, certificates, or other documents that substantiate attendance at grant-paid training events to the monitoring tab of your grant in eGrants.

19b) Describe your agency's process for maintaining documentation of attendance at grant-paid training events. *

20) Does this project include costs for staff travel (i.e. mileage, per diem, lodging, airfare, etc.)? *

- A) Yes, the budget includes travel expenses and staff have traveled.
- B) Yes, the budget includes travel expenses but, as of today, staff have not traveled.
- C) No, the budget does not contain travel expenses.

20a) Upload copies of any written travel policies for your agency to the monitoring tab of your grant in eGrants.

20b) Describe your agency's approved travel policy, including the reimbursement rates for per diem, mileage, hotels, airfare, and rental cars. Also describe your agency's travel approval process. If your agency does not have a travel policy that was approved by your Governing Body, explain why. *

Equipment - General

21) Does this project include costs for equipment purchases? *

- A) Yes, the budget contains equipment and items have been purchased.
- B) Yes, the budget contains equipment but, as of today, items have not been purchased.
- C) No, the budget does not contain equipment.

21a) Upload copies of invoices that support the purchase of grant funded equipment to the monitoring tab of your grant in eGrants. If your budget contains and you have purchased up to three separate equipment items, upload supporting invoices for each purchase. If your budget contains and/or you have purchased MORE than three separate equipment items, upload invoices for the three purchases with the highest overall invoiced amount. If the grant funds only covered a portion of the total cost of the equipment, on each invoice, next to the item purchased with grant funds, include the amount paid through the grant.

21b) Equipment Inventory List: Upload a copy of your current inventory that shows grant-funded equipment to the monitoring tab of your grant in eGrants. The inventory list must include: 1. Description of the asset 2. Serial number (or other identification number) 3. Source of funding (including the Federal Award Identification Number) 4. Who holds title 5. Acquisition date 6. Cost of the asset 7. Percentage of property's cost paid with grant funds 8. Location, use and condition of the asset 9. Disposition data (including date of disposal and sale price)

21c) Explain how the project is using the grant funded equipment. *

21d) Has all equipment purchased with grant funds been opened, inspected, and readied for deployment within 90 days of receipt? *

- Yes
- No

21e) When was the last time your agency performed a physical inventory of equipment and reconciled it against property records? How often is this reconciliation occurring? *

21f) Explain any safeguards in place to prevent loss, damage, or theft of the equipment. *

21g) Explain any maintenance procedures in place to keep the equipment in good condition. *

Equipment - Federally Controlled

22) [Federal grants under HSGP only] Does the budget include any of the following federally controlled equipment:- Manned Aircraft, Fixed Wing- Manned Aircraft, Rotary Wing- Unmanned Aerial Vehicles- Armored Vehicles, Wheeled- Tactical Vehicles, Wheeled- Command and Control Vehicles- Explosives and Pyrotechnics- Breaching Apparatus- Riot Batons- Riot Shields *

Yes

No

22a) Provide the date you were notified of FEMA approval to purchase the equipment or the date the controlled equipment form was submitted to OOG if you haven't been notified of FEMA approval yet. *

22b) Does the agency have policies and procedures on the following: Community Policing (LE only), Community Input (LE only), Constitutional Policing (LE only), Impact Considerations (LE only), Appropriate Use, Effectiveness of Evaluation, Supervision of Use, Auditing and Accountability, Transparency and Notice Considerations, Training on the Use of Controlled Equipment and Significant Incidents? *

Yes

No

22c) Upload a copy of the Supervision of Use policy and copies of training certificates, rosters or other documentation for all personnel who will use the controlled equipment demonstrating personnel have been trained properly on, and have achieved technical proficiency in, the operation or utilization of the controlled equipment prior to its use. Please upload these documents to the monitoring tab of your grant in eGrants.

Special Teams

23) [Federal grants under HSGP only] Has the Jurisdiction received grant funding to support equipment or other costs for a HAZMAT team? *

- Yes
- No

23a) Describe how the jurisdiction ensures personnel utilize the HAZMAT equipment in accordance with mandatory and applicable standards. *

24) [Federal grants under HSGP only] Has the Jurisdiction Received grant funding to support equipment or other costs for a SWAT team? *

- Yes
- No

24a) Describe how the jurisdiction ensures personnel utilize the SWAT equipment in accordance with mandatory and applicable standards. *

25) [Federal grants under HSGP only] Has the Jurisdiction received grant funding to support equipment or other costs for an EOD/Bomb Squad team? *

- Yes
- No

25a) Upload proof of FBI accreditation to the monitoring tab of your grant in eGrants.

25b) Describe how the jurisdiction ensures personnel utilize the EOD/Bomb Squad equipment in accordance with mandatory and applicable standards. *

26) [Federal grants under HSGP only] Has the jurisdiction received grant funding to support equipment or other costs for a search and rescue team (i.e. swift water, ropes, collapse, etc.)? *

- Yes
- No

26a) Describe how the jurisdiction ensures personnel utilize the search and rescue equipment in accordance with mandatory and applicable standards. *

27) [Federal grants under HSGP only] Does this project fund a Citizen Corps (CCP) or Community Emergency Response Team (CERT) program? *

- Yes
- No

27a) Provide the date the program was registered and the date of the most recent annual update. *

28) [Federal grants under HSGP only] Does this project fund an exercise? *

- Yes
- No

28a) Explain how the planning and implementation of the exercise is/will be consistent with the following Homeland Security Exercise and Evaluation Program (HSEEP) fundamental principles: Guided by elected and appointed officials, Capability-based and objective driven, Progressive planning approach, Whole community integration, and Informed by risk. For more information on HSEEP principles see: https://www.preptoolkit.org/documents/1269813/1269861/HSEEP_Revision_Apr13_Final.pdf/65bc7843-1d10-47b7-bc0d-45118a4d21da *

28b) Briefly describe your After Action Report/Improvement Plan (AAR/IP) or plans to complete the AAR/IP, whether the plan was shared with the Texas Department of Emergency Management (TDEM), and how you track improvements. *

29) [Federal grants under HSGP only] If this award is to a City, County or COG has the jurisdiction adopted, and maintained implementation of, NIMS? *

- Yes
- No

29a) Describe how the NIMS implementation objectives have been maintained. *

29b) Indicate the number of agency personnel that have been identified as appropriate to attend the following NIMS courses and the number of personnel that have completed the courses. (Enter 0 for none) *

	#	#
	Identified	Completed
ICS 100	<input type="text"/>	<input type="text"/>
ICS 200	<input type="text"/>	<input type="text"/>
IS 700	<input type="text"/>	<input type="text"/>
IS 800	<input type="text"/>	<input type="text"/>

29c) Upload a copy of the agency's NIMS adoption to the monitoring tab of your grant in eGrants.

Documentation Upload Acknowledgment and Questionnaire Submission After submission, a summary of your responses will be emailed to the address you used to create your Save & Return log-in for this form. If you would like the confirmation email sent to a different email address, you may change the address below.

Email Address to Send Confirmation: *

Once the Programmatic Monitoring Questionnaire has been submitted, upload all required supporting documentation to the eGrants Monitoring tab by following the steps below: 1. Log-in to eGrants at <https://egrants.gov.texas.gov/>. 2. Navigate to your My.Home tab. 3. Select the grant number for the project being monitored. 4. Click on the Monitoring tab. 5. Click on the link for the Programmatic Desk (or Site) Review. 6. Scroll down to the "Upload Documents" section. 7. Select the appropriate document type from the list of documents shown in the "Select a Document" field. 8. Click on the "Browse" button to open your desktop. 9. Select the appropriate document by double clicking on the document name from your desktop. If you wish, you may enter a description of the document in the "Enter a descriptive note" field. 10. Once the file is selected and any additional descriptive notes are added, click the "Upload" button. Please note: you will need to repeat the upload process (steps 5-10) for each document that must be uploaded. Based on your responses, you may have a list of required documentation below that must be uploaded to the eGrant Monitoring tab. Please acknowledge each upload requirement to complete this submission.

9d) [Required Upload] Copies of any demand notices, subpoenas, law suits, or indictments. *

 Acknowledge

10c) [Required Upload] Copies of any demand notices, subpoenas, law suits, or indictments. *

 Acknowledge

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Acknowledge

29c) [Required Upload] Copy of the agency's NIMS adoption. *

Acknowledge

If you are ready to submit, select SUBMIT. If you are not ready to submit, select SAVE PROGRESS and return later to complete.